Your address; Dayjob Ltd ♦ 120 Vyse Street ♦ Birmingham ♦ B18 6NF  
Tel: 0121 638 0026 ♦ Email: [info@dayjob.com](mailto:info@dayjob.com)

**Your name  
Medical Assistant**

**CAREER OBJECTIVE**

Use this space to write two paragraphs about your strongest skill sets, abilities and experience. Target this statement at the requirements of the job you are applying for. This should be a brief statement of no more than say 300 words.   
As a career objective, will be the first thing a recruiter sees and reads it needs to attract their immediate attention by being informative, well written, concise and focused. Its aim is to immediately connect with the employer and encourage them to read the rest of your resume.  
More text here.

**KEY SKILLS AND COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| * Keywords | * Keywords | * Keywords |
| * Keywords | * Keywords | * Keywords |
| * Keywords | * Keywords | * Keywords |

**KEY SKILLS AND COMPETENCIES**

**PROFESSIONAL ABILITIES**

|  |
| --- |
| * List your strongest professional abilities, focus on those that are relevant to the job you are applying for. |
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**INDUSTRY SPECIFIC**

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| * List your strongest professional abilities, focus on those that are relevant to the job you are applying for. |
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**PERSONAL ABILITIES**

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| * List personal strengths that how you in a positive light. |
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**REFERENCES**

**ACADEMIC QUALIFICATIONS**

**CAREER HISTORY**

Available on request.

|  |  |
| --- | --- |
| **SCHOOL / COLLEGE NAME** | |
| Qualification / subject | Grade | *Study dates* |
| Qualification / subject | Grade |
| Qualification / subject | Grade |
| Qualification / subject | Grade |
| Qualification / subject | Grade |  |
| **UNIVERSITY NAME** | |
| Degree name | Grade | *Study dates* |
| NVQ name | Grade |

|  |
| --- |
| **CURRENT JOB TITLE** |
| Employers name | *Employment dates* |
| **PREVIOUS JOB TITLE** |
| Employers name | *Employment dates* |
| **PREVIOUS JOB TITLE** |
| Employers name | *Employment dates* |
| **PREVIOUS JOB TITLE** |
| Employers name | *Employment dates* |
| **PREVIOUS JOB TITLE** |
| Employers name | *Employment dates* |

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